

Procedure No. A-1

NORMAL AND FLEXTIME OFFICE HOURS

Normal Office Hours

Both the audit and administrative staffs are required to observe an eight-hour working day. Normal office hours are from 8:00 a.m. to 5:00 p.m., with one hour for lunch. This routine assures management and outsiders (i.e., auditees, public, etc.) access to our staff whenever the need arises during the normal working day.

Flexitime

Staff may request modified working hours. The employee seeking to work flexitime is responsible for showing that no loss of productivity will occur because of the arrangement. An employee on flexitime remains subject to meetings and other job-related activities that may take place during the working day with little or no advance notice.

Flexitime Request Procedure

Employee

1. Completes Form 006 (Request for Flexitime).
2. Indicates on the form whether the new schedule is temporary or permanent.
3. Discusses new schedule with the Supervising Auditor and the City Auditor and assures them that no loss of productivity will occur because of the arrangement.

Supervising Auditor and City Auditor

4. Approve or deny the request.

Office Timekeeper

5. Notes the new employee work time schedule.
6. Files the approved Flexitime Request in the employee file.